
	MARTINSVILLE FIRE & EMS Standard Administrative Guideline	
	SAG NUMBER:	100.005
	SUBJECT:	Annual Leave & Holidays
	REVISION DATE:	July 1, 2008
	EFFECTIVE DATE:	February 14, 2003
	SIGNATURE OF APPROVAL:	 Kenneth S. Draper, Fire Chief

I. Purpose:

This guideline outlines the use and accrual of annual leave and holidays for the various job classifications utilized by the Fire & EMS Department. This SAG is in addition to the policies and procedures of City of Martinsville as they relate to employee holidays and leave. This guideline was developed to:

1. Further clarify the explanations listed in the City of Martinsville's Employee Manual.
2. Address the specific policies and procedures of the department concerning the use of annual leave.
3. Provide the policies and procedures of the flexible holiday plan utilized by Shift and Flex schedule employees.
4. Ensure adequate daily staffing, thus ensuring the ongoing operation of department services.

This guideline was developed to specifically address the use and accrual of annual leave and holidays of the Fire & EMS Department. In the event of conflict between this guideline and the policies and procedures of the City of Martinsville, the policies and procedures of the City of Martinsville shall override this guideline.

II. Scope:

This guideline applies to all full-time employees (uniformed and non-uniformed). This includes regular schedule employees who work 40 hours per week, and shift and flex schedule employees who work a modified schedule based on a 56 hour work week, as allowed under the Fair Labor Standards Act (FLSA), Section 7 (k) provision.

III. Responsibility:

All department personnel are responsible for the guidelines contained in this SAG. The Fire Chief, with input for Human Resources, is responsible for establishing annual leave accrual rates and flexible holiday plan for the various job classifications utilized by the Fire & EMS Department. Ultimately, the Fire Chief, and/or his appointee, shall be responsible for enforcement of this SAG.

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IV. Guideline:

A. Use of Annual Leave

- 1) All department personnel shall consult the applicable section of the City of Martinsville Employees Manual for specific details of the various types of leave approved by the city.
- 2) Any member determined to be absent without proper authorization shall be subject to disciplinary action.
- 3) Supervisors shall have the authority to approve or disapprove all forms of leave based on a member's leave balance and the department's minimum staffing levels.
 - a. For further direction concerning the department's minimum staffing guidelines see **SAG 100.052**.
 - b. Supervisors may not schedule leave if granting the leave will result in working below minimum staffing level.
- 4) Paid sick leave is a benefit granted to members by the city and may be used whenever a member is unable to perform his duties due to illness or injury. Sick leave may also be used when a member has an appointment with a physician or dentist, is physically incapacitated, or is required to attend to an ill or injured member of the immediate family as defined in the City of Martinsville Employee Manual.
- 5) Whenever a member is unable to perform his job due to illness or injury, the member shall devote his full attention to recovery and shall not engage in any activity that might aggravate or prolong the illness or injury.
- 6) To receive paid sick leave, a member must notify his supervisor that he will be absent from work due to illness of injury as soon as possible prior to the beginning of his scheduled workday.
- 7) An employee is prohibited from working at outside employment while on approved sick leave, FLMA leave, or injury leave as per the applicable sections of the employee manual for the City of Martinsville.
- 8) Supervisors shall monitor the use of sick leave by their subordinates to prevent misuse of this benefit.

B. Annual Leave Accrual Rates

- 1) For further explanation concerning "Years of Service – Annual and Sick Leave", "Non Accrual Months – Annual and Sick Leave" and "Temporary to Regular Status for Purpose of Earning Annual and Sick Leave" see the applicable sections of the City of Martinsville Employee Manual.

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- 2) Regular and introductory full-time employees earn annual leave based on the length of their continuous service. Annual leave is provided for the purpose of rest and relaxation, but it may also be used for absence of other personal necessity. Annual leave may be taken as earned, subject to the approval of the supervisor. Employees may accumulate annual leave, but only a limited amount may be carried forward from year to year based on years of service.

Accrual Rate and Accumulation for Regular Schedule 40 Hour Employees

Years of Service	Rate of Accrual	Max Accumulation
0 through 4	8 hours per month/12 days per year	240 hours
5 through 9	10 hours per month/15 days per year	240 hours
10 through 14	12 hours per month/18 days per year	240 hours
15 through 19	14 hours per month/21 days per year	240 hours
20 or more	16 hours per month/24 days per year	240 hours

Accrual Rate and Accumulation for Shift Schedule 56 Hour Employees

Years of Service	Rate of Accrual	Max Accumulation
0 through 4	11.2 hours per month	336 hours
5 through 9	14 hours per month	336 hours
10 through 14	16.8 hours per month	336 hours
15 through 19	19.6 hours per month	336 hours
20 or more	22.4 hours per month	336 hours

Accrual Rate and Accumulation for Flex Schedule 53 Hour Employees

Years of Service	Rate of Accrual	Max Accumulation
0 through 4	10.6 hours per month	318 hours
5 through 9	13.25 hours per month	318 hours
10 through 14	15.9 hours per month	318 hours
15 through 19	18.55 hours per month	318 hours
20 or more	21.2 hours per month	318 hours

C. Sick Leave

- 1) For further explanation concerning “Years of Service – Annual and Sick Leave”, “Non Accrual Months – Annual and Sick Leave” and “Temporary to Regular Status for Purpose of Earning

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Annual and Sick Leave” see the applicable sections of the City of Martinsville Employee Manual.

- 2) Regular and introductory full-time employees earn sick leave based on their length of continuous service. Sick leave is a privilege and is provided to help protect an employee against loss of salary and employment when injury or sickness makes it impossible for the employee to work and should only be used when necessary. Abuse of sick leave is considered grounds for counseling and/or discipline.

Accrual Rate and Accumulation for Regular Schedule 40 Hour Employees

Years of Service	Rate of Accrual
0 through 4	8 hours per month/12 days per year
5 through 9	8 hours per month/12 days per year
10 through 14	8 hours per month/12 days per year
15 through 19	8 hours per month/12 days per year
20 or more	16 hours per month/24 days per year

Accrual Rate and Accumulation for Shift Schedule 56 Hour Employees

Years of Service	Rate of Accrual
0 through 4	11.2 hours per month
5 through 9	11.2 hours per month
10 through 14	11.2 hours per month
15 through 19	11.2 hours per month
20 or more	22.4 hours per month

Accrual Rate and Accumulation for Flex Schedule 53 Hour Employees

Years of Service	Rate of Accrual
0 through 4	10.6 hours per month
5 through 9	10.6 hours per month
10 through 14	10.6 hours per month
15 through 19	10.6 hours per month
20 or more	21.2 hours per month

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D. Holiday Leave

- 1) For further explanation concerning the “Days Observed”, “Eligibility” and “Holiday Pay” see the applicable sections of the City of Martinsville Employee Manual.
- 2) Regular schedule 40 hour employees receive and take holidays as outlined in the City of Martinsville Employee Manual.
- 3) Shift and Flex schedule employees shall utilize a flexible holiday plan.
 - a. Shift schedule 56 hour employees shall receive 12 hours of holiday leave credit for each designated holiday recognized by City Council, as outlined in the Employee Manual.
 - o The City of Martinsville currently recognizes 13.5 designated holidays, for 162 hours of holiday leave credit.
 - b. Flex schedule 53 hour employees shall receive 12 hours of holiday leave credit for each designated holiday recognized by City Council, as outlined in the Employee Manual.
 - o The City of Martinsville currently recognizes 13.5 designated holidays, for 162 hours of holiday leave credit.
- 4) Beginning January 16th of every year each Shift and Flex schedule employee will receive their allotted holiday leave credit in a bank to use throughout the year.
- 5) Holiday leave credit may be taken in 1 to 24 hour increments, until the individual employee’s bank of hours are exhausted.
- 6) Holiday leave credit will not transfer from year to year. Any holiday leave not taken by January 15th of the following year will be forfeited.
- 7) In the event a Shift or Flex schedule employee is no longer employed by the City, any unused holiday leave will be forfeited.